

NAF NEWS

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Did you know 6th ASG NAF Employment Information and Vacancy Announcements can be found on-line? Go to: 6asg.army.mil and click on "ASG agencies"; "NAF Civilian Personnel" and "Job Listings". All current NAF Employees can apply for positions using AE Form 215-3A-R, NAF Inservice Application. Thank you for the positive feedback to our first issue! Contact us at DSN 421-2191 or 0711-7292191 to provide input, comments or suggestions for future editions.

NAF TO AF INTERCHANGE AGREEMENT

An agreement signed in 1991 between the Department of Defense and the Office of Personnel Management allows NAFI employees that have served continuously for at least one year under appointments without time limits (non-temporary) to apply for civil service positions at any grade level. NAFI employees must meet qualification requirements for appointment to competitive service positions. They will be considered along with applicants who are eligible to transfer from other government agencies. Employees should identify on their application "**NAFI Interchange Agreement Eligibles**". A copy of DA Form 3434 should also be submitted to document this one-year of NAFI service. Employees who transfer under this agreement without a break in service of more than three calendar days are covered by the NAF/APF portability legislation

PORTABILITY ACT

DOD employees, who move between Nonappropriated Fund (NAF) and Appropriated Fund (APF) employment systems without a break in service of more than three days, are covered by the Portability Act of 1990. The act provides pay, leave, health and life insurance coverage, and other benefit protection. Vested employees of the NAF Retirement Plan can make a one-time election to retain coverage in the NAF Retirement and 401k plan, if elected within 30 days; or they can elect the APF retirement system. This is a one-time irrevocable choice.

OFFICIAL PERSONNEL RECORDS

Your official personnel folder (OPF) was established at the NAF Personnel Unit at the time of your entry on duty. It contains a complete record of your NAF work history. Performance ratings, personnel actions, disciplinary actions, letters of commendation, orders and other authorized documents will be made a part of your permanent file and you will be provided a copy. It is also recommended you establish and maintain your own file of these documents. If you would like to review your OPF, please call DSN 421-2191 or 0711-7292191 to make an appointment.

Expansion of Leave for Reserves & National Guard NAF Employees

In accordance with Public Law 106-65, National Defense Authorization Act for Fiscal Year 2000, military leave is expanded to include inactive duty training to employees serving in the Reserves or National Guard. Prior to the authorization of PL 106-65, regular employees called to inactive duty were required to use annual leave; compensatory time earned, or leave without pay. Regular employees are now permitted to use their entitlement to 15 days of military leave to include inactive duty training. A regular employee is entitled to military leave without loss of pay, time, or performance rating for active duty training, inactive duty training sometimes referred to as weekend drills, or engaging in field or coast defense training. Regular employees must be granted military leave upon presentation of official orders or other written documentation. A copy of the documentation is forwarded to NAF Financial Services with the Time and Attendance Report.

VOLUNTARY LEAVE TRANSFER PROGRAM

AR 215-3 authorizes regular NAF employees to donate annual leave to other regular NAF employees for documented medical emergency or illness. The purpose of this program is to help employees avoid the hardship caused by inability to work due to medical emergency. Any NAF employee serving in a regular full-time or part-time position may apply for the Voluntary Leave Transfer Program (VLTP) provided certain conditions are met.

ID CARD TURN-IN REQUIREMENT

Employees are reminded that ID cards, for themselves and family members, must be turned in to their Manager or NAF Personnel on the last day of employment. Failure to do so will result in notification to MP Customs.

FEDERAL TAX WITHHOLDINGS

It is imperative that employees check their Leave and Earnings (LES) slip every pay period to ensure federal tax withholdings are being deducted from their paycheck to cover Federal Taxes. Employees often wait until the end of the year when they receive their W-2's or "tax time" before they realize that no, or not enough, federal tax deductions were made for the year. This could be the result of not enough wages earned coupled with the number of allowances claimed on your W-4. PLEASE CONSULT WITH YOUR TAX ADVISOR. Don't wait until tax time - then it's too late.

UPDATING BENEFICIARIES

Is your beneficiary information up-to-date? Employees are encouraged to stop by the NAF Personnel Office to ensure all beneficiary information for insurance, retirement and compensation benefits is correct and updated in case of emergency.

AETNA HANDBOOKS

AETNA Employee Handbooks are being mailed to the NAF Personnel Office. Our office will then send out packets to all enrolled employees as soon as they are received! Claim forms are available and can be picked up in our office.

OUTSTANDING UNICARE CLAIMS

Employees with outstanding claims with UniCare for services performed before 1 January 2000 are reminded that they must be submitted to UniCare for processing not later than 30 June 2000.